



## The City of Stafford

2610 South Main St. Stafford, TX 77477

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### POSITION TITLE: DIRECTOR OF INFORMATION TECHNOLOGY

DEPARTMENT	Information Technology	FLSA STATUS	Exempt
REPORTS TO	Mayor	CLASS	Director
CLASSIFICATION			
STRUCTURE	Management	GRADE	14
DATE POSTED	February 15,2018	SALARY RANGE	\$93,000 - \$110,000
APPLICATION		SUBMIT APPLICATION TO:	
DEADLINE	Open Until Filled	SHANELL GARCIA	
		<a href="mailto:sgarcia@staffordtx.gov">sgarcia@staffordtx.gov</a>	

**POSITION SUMMARY:** The Director of Information Technology is a leadership position with the obligation to plan, direct, manage and oversee the activities, projects and operations of the IT Department. This Director is responsible for all information technology activities of the City who shall be tasked with assessing the security of systems, developing departmental budgets, approving expenditures and establishing procedures to find new or enhanced processes to support the departments. Responsible for directing, supporting, and coordinating all activities related to the acquisition, installation, replacement maintenance, and administration of the City's information, network, telephone, records management resources and systems.

**BACKGROUND IMPACTING POSTION:**

The City of Stafford is widely recognized as the largest city in Texas which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The prudent administration of all matters related to information technology in the budget and proper utilization of funds and resources by the Information Technology Department is a critical component of preserving the City's strong fiscal status. The Director of Information Technology is a key employee in this pursuit.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

- Analyzes complex business needs presented by the user community and recommends technical solutions.
- Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.
- Directs and prioritizes the work load of personnel.
- Participates on all hardware and software evaluations and maintains vendor contracts.
- Perform liaison duties between users, operations, and system personnel in the areas of systems design, modifications or trouble shooting.
- Develop, implement and support the long term information technology plans, incorporating and balancing the instructional and administrative system needs.
- Develop, recommend, and administer information technology policies and procedures; audit information system use for compliance.
- Plan and manage the telecommunications services.
- Establish and evaluate performance standards for technology services.
- Provide information technology leadership and management for accomplishing the departmental and the City's mission and goals.
- Administers the expense budget, within budgetary guidelines, to contribute to cost-effective operation.
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.



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**KNOWLEDGE, SKILLS & ABILITIES:** To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Broad knowledge of data processing systems, concepts and methodologies
- Experience in implementing effective and innovative software methodologies
- Operations experience in a production environment
- Analytical and problem solving skills
- Solid writing skills
- Demonstrated aptitude for learning new technologies
- Ability to manage multiple concurrent projects and motivate professional staff
- Ability to communicate technical concepts to technical and non-technical audiences
- Proven ability to lead a progressive IT group

**EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):** The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

**Education:**

Bachelor's degree in Information Systems, Computer Science or closely related field

**Related Work Experience:**

Five (5) years' experience in Information Technology or leadership role in the public or private sector, 7 years preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

**Training (Certification/Licensure):**

Valid Class C Driver's License; Microsoft Certified Systems Engineer (MCSE), Certified Information Systems Security Professional (CISSP) or related.



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**ADA AND OTHER REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Positions in this class typically require: stooping, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

**The City of Stafford is an Equal Opportunity Employer**